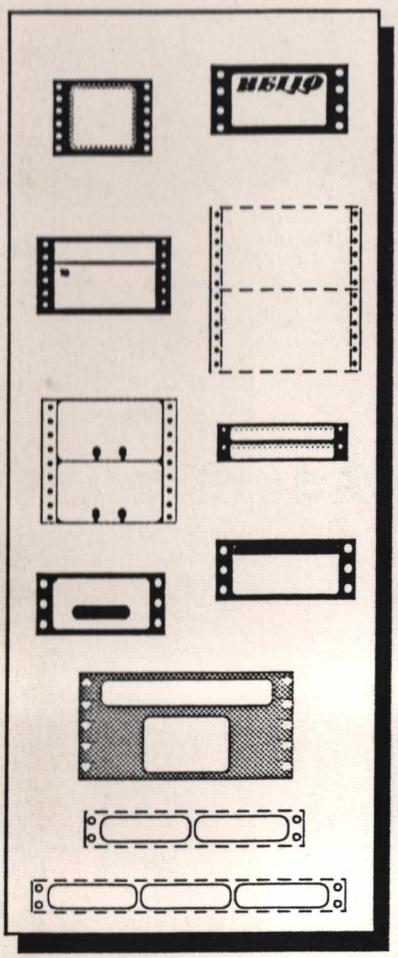
Keystone Software

LABEL MAKER™

Version 2.1

Includes both Commodore 64 & Commodore 128 versions



Features:

- Easy to use Drop Down Menus
- 11 Predesigned labels & envelopes
- Design your own (up to 15 by 64)
- Print up to 12 across
- Merge with popular databases
- Multiple print labels
- Fast machine language
- Can use multiple drives
- Can use multiple printers

Powerful Software
Easy to Use

Label Maker™

for Commodore 64
and Commodore 128 (40 & 80 columns)

from Keystone Software

Published in 1990 by:
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P.O. Box 8369
Pittsburgh, Pa. 15218 USA
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Chapter 1

Starting Out

Getting Ready

You will actually be making labels in just a few minutes, but first you must make a back up copy of the program and format a data disk.

Make Working Copies

If you are using a Floppy system, you will need a copy program to make a working copy of the Label Maker program disk. If your working copy is lost or damaged, you can always recreate replacements.

Make a Data Disk

Format a new diskette by using DOS **NEW** command. Formatting a diskette erases everything and it cannot be recovered. If you wish to format a diskette in drive 8, then enter the command:

OPEN15,8,15,"N:*diskname,ID***":CLOSE15**

Loading the program

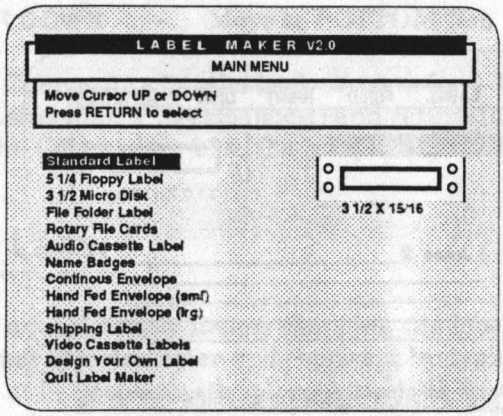
Loading from floppy

1) Place your program disk into drive **8**.
2) For Commodore 64, enter **Load "*" , 8** and press RETURN. After a short delay, READY will be displayed. Now type **RUN** and press RETURN. After a short delay, the Main Menu will be displayed.
3) For the Commodore 128- Press the RESET button.

IMPORTANT NOTE: After 5 minutes of non-use the screen will change to all gray. Do not be alarmed. This is a screen saver feature. Just press any key and the screen will be restored.

The Main Menu

The Main Menu is the starting and ending point when using Label Maker. To select from this menu, press the cursor up or down keys, this will cause a line of text to be highlighted and picture to be displayed. The picture is usally of a label type. Press the RETURN key to make a selection.



The first twelve selections are various label types and envelopes with predefined number of lines, character positions and printing specifications.

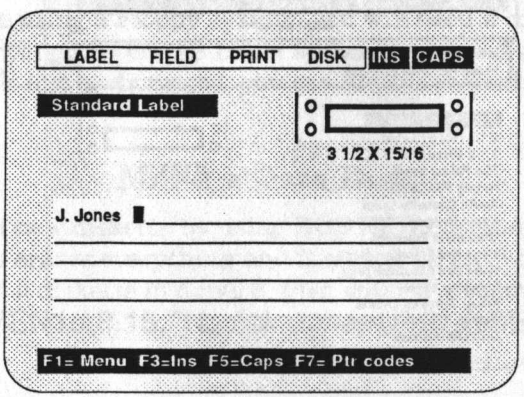
Selection thirteen is called ***Design your own Label.*** This gives you the capability to set your own specifications.

Chapter 2

Label Layouts

Introduction to Layouts

Once a label type is selected from the Main Menu a new screen will be displayed. This screen will consist of an area of lines that match character for character what will be printed on your label, this is known as a Label Layout. You can type into these lines just like when a using a typewriter. When you are ready to print, hold the ⌘ key down and press **p**. It couldn't be easier!



Besides typing characters, you can add special fields to the lines that will make life even easier. You can *freeze* characters so they cannot be typed over or erased, or add an *increment* field for serial numbers. Most importantly, you can add fill fields that use data from disk files.

These Label Layouts can be saved on disk and called up at any time when needed.

Many tools are at your disposal by means of a drop-down menu (top of screen) and quick codes (use with CTRL key or ⌘ key. The dropdown menu is accessed by pressing **F1** then using the cursor keys to move from menu to menu. Press RETURN to select.

Cursor Movements

A flashing cursor (square box) shows you where the next character will be when you type. As you type, the cursor will move to the next character position to the right, unless the next position is at the end of a line.

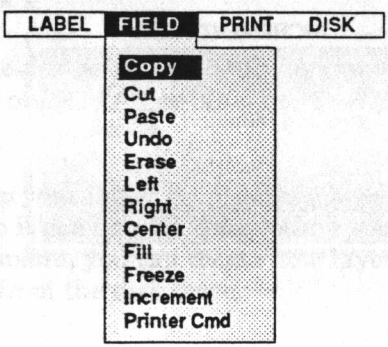
You can move the cursor anywhere within the label by pressing the cursor keys. Below is a list of the keys that move the cursor

Home	-	Move cursor to TOP LEFT CORNER
Home (shifted)	-	Move to BOTTOM RIGHT CORNER
CRSR UP	-	Move UP one line
CRSR DOWN	-	Move DOWN one line
CRSR RIGHT	-	Move RIGHT one character
CRSR LEFT	-	Move LEFT one character
C= **CRSR RIGHT**	-	Move to LAST character position
C= **CRSR DOWN**	-	Move to BOTTOM line

For the Commodore 64, the back arrow (←) key is used throughout Label Maker to exit (abort) and return to the previous screen. For the Commodore 128, the escape (**Esc**) key is used.

Editing a Label

Editing a label simply means changing the label text. You can move the cursor to a character and replace it by typing another character over it, or by pressing other keys like INSERT (**Ins**) or DELETE (**Del**). Access can be from the drop down menu titled FIELD or directly using quick one letter commands.



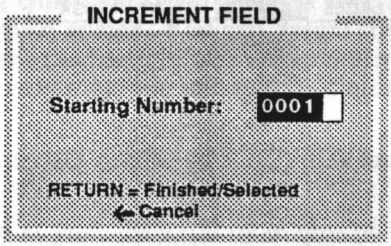
Field Editing Commmands

	Ins	-	INSERT a space.
	Del	-	DELETE present character from line.
Ctrl	C	-	COPY text field.
Ctrl	X	-	CUT text field.
Ctrl	V	-	PASTE text field.
Ctrl	U	-	UNDO changes in line.
Ctrl	L	-	LOAD a Label Layout.
Ctrl	F	-	FILE (Save) a Label Layout.
C=	R	-	Move characters to the RIGHT SIDE of line.
C=	C	-	Move characters to the CENTER of line
C=	E	-	ERASE characters from line.
C=	F	-	FREEZE (or un-freeze) a character position.
C=	1 8	-	Set area to a FILL (merge) field.
C=	M	-	Set area to a FILL (merge) field.
C=	+	-	Set an INCREMENT counter field.
	F2	-	INSERT Mode on/off.
	F5	-	CAPS LOCK on/off. (64 mode only)
	F7	-	EMBED a printer COMMAND.

Increment Field

An Increment field can be added to your label. The field will increment every time a label is printed. This comes in handy when giving your labels sequential numbers (serial numbers for program disks?). The Increment field can have up to four digits. For larger numbers, just put numbers before the Increment field.

To erase the Increment field, put your cursor in the field and press C= E (just like erasing a line). The Increment field shows up as black characters on a green background.



Freezing Characters

Label Maker can freeze characters in your label (⌘ F). To freeze a character means you cannot type over it, delete it, insert into it or directly change it in any way. Only after it has been *un*-frozen (⌘ F 2nd time) can it be changed. Freezing characters are especially useful when you are typing on envelopes and you want the return address to always stay the same. Freezing a character position is an easy way to limit fill fields. Frozen characters show up as white characters on gray backgrounds.

Fill (merge) Fields

What is a fill field? Fill fields (sometimes called merge fields) are normally used with data bases. They allow you to take information from your data base, such as names and addresses, and put them on a disk in a sequential data text file. Form letters can then be made using a word processor and the data file. We use this data file to make labels. Label Maker allows up to nine (9) fill fields.

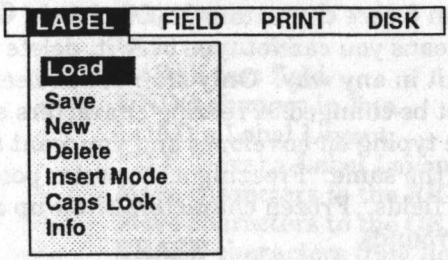
To set a fill field, move the cursor to the place you want the field to print. Press the ⌘ key and the number of the fill field (you must use the dropdown menu to create fill field number 9). The area will then be filled with light blue with the field number on the left. If you want to limit the field size (maximum is one line), freeze character positions before setting the field. You can have duplicate fill fields anywhere on the label.

To erase a fill field, move the cursor to within the field (anywhere) and press ⌘ E.

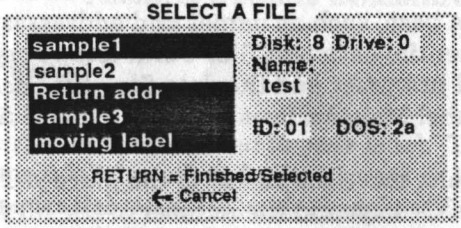
Want the fill field to print justified? Just move the cursor to within the field and press ⌘ L or ⌘ C or ⌘ R (Left, Centered, or Right justified).

After setting up your label, you can then save it on a disk as a 'Label Layout' file so it can be recalled anytime you need it. From the **LABEL** drop down menu, you can create new layouts. Also you can save, load or delete from the disk drive.

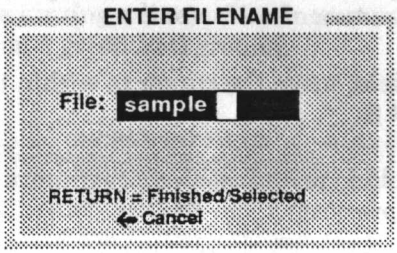
Loading, Saving Label Layouts



To LOAD a Label Layout, select LOAD from the LABEL drop down menu. A scrolling window will be displayed listing all the label layouts of the label type you are presently using. Use the Up and Down cursor keys and press RETURN to load.



To SAVE a Label Layout, select SAVE from the LABEL drop down menu. A window will be displayed for you to enter the file name.

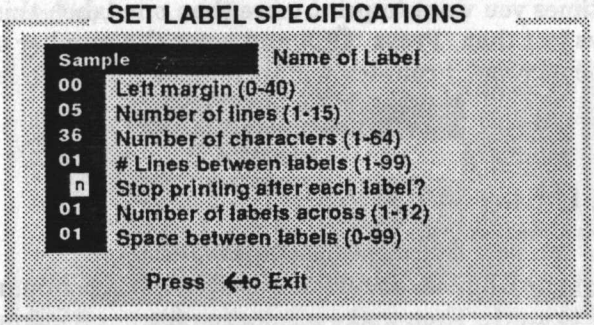


Entering information into Label Maker, such as the filename above is simple, just type it in. Other features are available for window entry – **Insert Mode**, **Caps Lock**, **Home**, **End** (**Clr**), **Erase** (**C= E**). Also the back arrow key (**Esc**) will restore the data as it was when you entered the window.

If a filename is already on the disk, an Error Window will be displayed. You can then use the DELETE label layout to erase the file before resaving.

NEW Layout

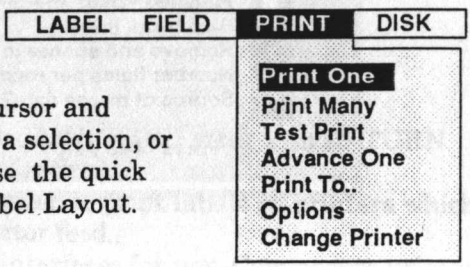
If you want to erase the entire label, fill fields, frozen characters and all, press ⌘ N or select **NEW** from the **LABEL** drop menu. 'Design your own' also lets you change other specifications.


SET LABEL SPECIFICATIONS
Sample
Name of Label
00 Left margin (0-40)
05 Number of lines (1-15)
36 Number of characters (1-64)
01 # Lines between labels (1-99)
n Stop printing after each label?
01 Number of labels across (1-12)
01 Space between labels (0-99)
Press ← to Exit

Printing Controls

Print Menu

The following shows the display for the print drop menu .



You can move the cursor and press **RETURN** to make a selection, or return to the label and use the quick key codes when in the Label Layout.

- ⌘ P - PRINT one copy of label.
- ⌘ X - Print label 'X' times.
- ⌘ T - TEST print a label (print x's).
- ⌘ A - ADVANCE a label.
- ⌘ G - Print with Merge Data

Stopping / Restarting Printer

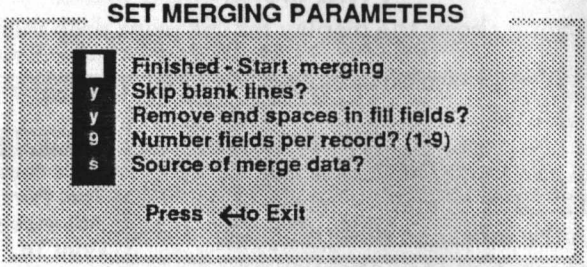
While your printer is printing, you can pause (stop printing temporarily) by pressing the space bar once. To restart press the space bar again. To stop and NOT restart (abort) press the back arrow key.

Printing 'X' Number of Times

Sometimes you want to print more than one label, this command allows just that. Press ⌘ X and enter the number of labels needed. The increment counter will increment with each label printed.

Printing Using Fill Files

At least one fill field should be set before this command is used. Press ⌘ G to start. Then make a selection from the following window when displayed:


SET MERGING PARAMETERS
Finished - Start merging
Skip blank lines?
Remove end spaces in fill fields?
Number fields per record? (1-9)
Source of merge data?
Press ← to Exit

Skip blank lines? If you answer yes to this question, blank lines will be removed and added to the end of the label. This is especially useful when an address contains a blank line because it needs only three lines instead of four.

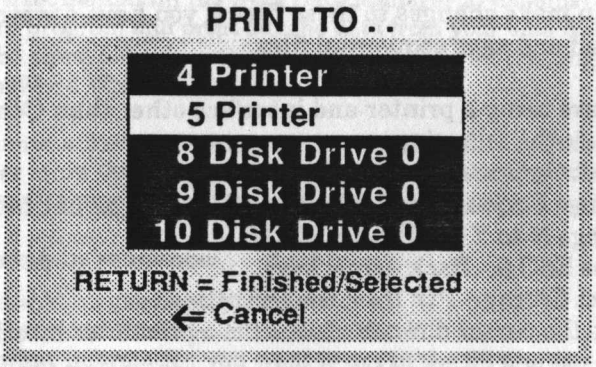
Remove end spaces in fill fields? If you enter yes, spaces will be removed from the end of each fill field. This allows the state and zip code to follow the city instead of printing in fixed positions.

Number of fields per record? You can merge up to 9 fields at a time with Label Maker.

Source of merge data? You can merge data from a sequential file (each line must end with a RETURN code or from other data bases. See the appendix for information on your data base.

Print To . . .

Label Maker allows you to not only print to printers, but also to a disk file. Printing to a disk file enables you 'export' data from a one data base to another.



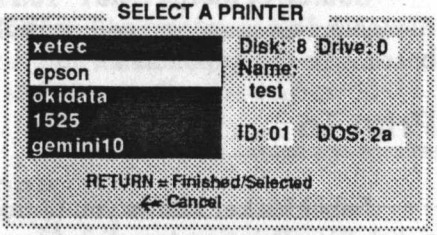
Printer Options

From the options menu, you can:

1. Set Label Maker to send a LINEFEED after each RETURN (your printer may be set for this).
2. Set an Offset. This is needed to print labels on printers which have a fixed position tractor feed..
3. True ASCII. Hardware interfaces for non-Commodore printers restrict some codes. This option allows you to place your interface in transparent mode and not be restricted.
4. Secondary Address. Label Maker will send a secondary address of number 7. This sets your interface or printer so it will print in uppercase and lowercase characters. This option gives you another choice. See your interface or Commodore printer.

Change Printer

If you are embeding printer codes within your label layout, you need to let Label Maker know which printer you have. 'Select Printer' loads a sequential text file that contains these discrptions and codes.



You can make changes to these files if you have a word processor that can load and save sequential files.

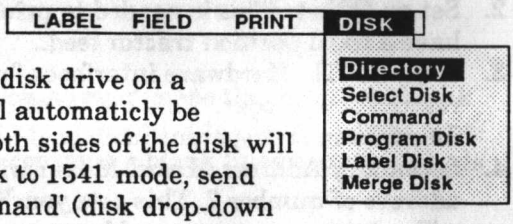
If you are using a printer and interface other than Commodore's, you should do the following:

a. Select **Options** from the **Print** menu.
b. Change **Secondary Address** to **04** (transparent mode).
c. Change **N** to **Y** for **True ASCII?**
d. Press ESC (<- Back arrow key).
e. Select **Change Ptr** from the **Print** menu.
f. Move the cursor down and select the printer or interface you are using.
g. Press **Y** to **Save Printer Selection?**.

Note: Additional information on changing printer files see page 19.

Disk Control

The Disk drop menu gives you the capability to set the usage of your disk drives. In most cases, only one drive will be needed.



If you are using a 1571 disk drive on a Commodore 64, the disk will automaticly be switched to 1571 mode so both sides of the disk will be available. To change back to 1541 mode, send command **uø>mø** via 'Command' (disk drop-down menu). Use **uø>m1** for returning to 1571 mode.

1581 users can also change directories by using the command selection.

Chapter 3

Databases

Data Manager 2 by TimeWorks®

To create a sequential fill file from Data Manager 2, you must use the *Extended Print* program and print out the data from your data disk. This procedure is the same procedure that you would use to for creating a fill (merge) file for Word Writer.

A maximum number of 150 lines can be transferred at one time. If you need to transfer more than this, you must store your information in separate files under separate names.

Do the following in sequence:

1. Load Data Manager 2 and your data disk.
2. Select '**Extended Print**' from the Main Menu.
3. Decide what information you want to use in the fill file.
4. Use *View* and *X-search* functions (if needed) to isolate records.
5. Select '**Print Labels**'.
6. Enter '**Label Width (1-80)**' Note: This will be the maximum fill field size when the information is saved on the disk.
7. Enter '**Label Length**'. This is the number of fields per record.

   Note: You can combine data fields within each line. Label Maker will consider each line as one fill field.

8. Press '**Y**' to '**Print Labels?**' question.
9. Enter the starting record number.
10. Enter the ending record number.
11. Answer question '**ALL records or Last Search?**'
12. Answer '**Y**' to '**Is your printer connected?**'. A list is printed on your printer.
13. Answer '**Y**' to '**Store address on Disk?**'.
14. Insert a formatted disk into the drive and press **RETURN**.
15. Enter a file name. Use this file name when in Label Maker.
16. Exit from Data Manager. The file is now ready for Label Maker.

Data Manager 128 by TimeWorks®

To create a sequential fill file from Data Manager 128, you must print out the information from your data disk. This procedure is the same as the one that you would use to create a fill (merge) file for Word Writer 128.

Do the following in sequence:

1. Load Data Manager 128, and your data disk - be sure to open your data file.
2. Select **'Print Records'** from **'Print Sort'** on the main menu.
3. Select **'Disk Labels'** from **'Define Write'** on menu.
4. Decide what information you wish to include in the fill file for Label Maker.
5. Enter the number of fields to the question **'How Many Lines per Label?'** (1-15).
6. Enter the maximum field size to the question **'How Wide are your Labels?'** (1-64).
7. Enter a field number for each line and press **RETURN**.
   NOTE: You can combine fields by entering more than one field **number** per **line**. Label Maker will treat each **line** as one fill **field**.
8. Enter the starting record number.
9. Enter the ending record number.
10. Answer the question **'All Records or Last Search?'** (A/L)
11. Enter name for this new file. Use this name when in Label Maker.
12. Enter **Y** to **'Word Writer will be Written on your Data Disk. OK to Proceed?'** (Y/N).
13. Answer question **'Do you Want to Eliminate Extra Spaces?'** (Y/N)
14. Exit from data Manager 128. The file is now ready to use in Label Maker.

Fleet Filer by Professional Software, Inc.

1. Select the **'Write A File'** command from the menu.
2. When the prompt **'All or Selected Fields'** appears, type **A** or **S.** Remember, you can only use 9 fields in Label Maker so if your database layout contains more than 9 fields per record, you must select **S.** pressing **S,** you type the field number and **RETURN** for each field selected and in the order you wish them to print.
4. When finished selecting, press **RETURN** twice to initiate the save.
5. You will then be asked for a filename. Fleet Filer will automatically add the suffix **.d** to the end of the filename. Remember to use the entire filename *including* the **.d** when selecting this fill file in Label Maker.

Superbase by Precision Software

There are a number of ways to create sequential files in Superbase. In order to have greater control of the operation, the following method is suggested:

1. With Superbase and the database loaded, select **'Program'**, which is option **f5** on menu #2.
2. Type the following program:
   10 BRKON
   20 OUTPUT ALL FILL TO "*filename* **" [***field 1* **] [***field 2* **]**
   [*field 3* **] [***field 4* **]. . . . . [***field 8* **]**
3. Press **f1 RUN/STOP** to place the program in memory and return to the menu.
4. To begin the operation press **f7** while menu #1 is displayed.

Explanation:

Line 10 activates the Break-on feature so you can stop the operation at any time by pressing the **RUN/STOP** key. Line 20 outputs the selected fields and places a **RETURN** at the end of each field. The *filename* is the name you select for the file and must be typed in quotes. **'ALL'** may be substituted with the name of a previous sort if *all* records are not desired. The field names must be typed in the square brackets and must be the *exact* field names used in the database. If you would like to view the operation on the screen before you actually write to the disk, you may do so by returning to the PROGRAM option from menu #2. Edit line #20 and take out the words - **'FILL TO "***filename* **"** - . Then return to the menu as before and press **f7** to execute the video output operation. If the data on the screen appears in the proper order simply press **RUN/STOP** to halt the operation and then return to the PROGRAM mode and insert the words that were removed.

Consultant by Batteries Included

In Consultant, sequential files are created by setting up a report and then "printing" the report to a disk. This can be accomplished as follows:

1. Set the filename of the file you wish to convert.
2. With a normal print setup, get a **LIST FIELDS** printout for reference.
3. Go to **Printer Setup** in the **Search and Report** menu and set the linefeed to 0 (zero). Set the **Printer Device Number** to 8 (disk). Then at the filename prompt, enter the new filename as *Drive number* **:** *filename* . Choose **Cbm** code, and at the **'Do You Want all Spaces?'** prompt, set default to no.

4. Select '**Forms Printing**' on the **Search and Report** menu and answer **no** to '**Use a Saved Format?**'

The **Forms Printing** format screen will then appear on the screen. Fill in one screen field for each data field that you want written to your sequential file. Each data field will be assigned a unique and consecutive LINE number. The numerical order of the LINE number will determine the order in which they will appear in the sequential file. For COLumn number enter **1**; and for LENgth enter the length of the data field. Once the format is complete, the Search prompts appear. As you run the search, the specified fields of the searched records are written to disk in the sequential file.

Creating Fill Files With Word Processors

EASY SCRIPT

To create a fill file with Easy Script, type the data with one field's worth of data on each line, and end each line with **RETURN**. Start at the very first line on the screen (don't use any formatting commands, or printer commands), and don't leave any blank lines between records unless you want a blank line on your label. Remember that each group of data ***must*** have the same number of lines because the Label Maker brings the data in by number of fields you indicate when you select the fill file. Then simply save the file on disk as you normally would.

FLEET SYSTEM

There are two ways to create a fill file in the **Fleet System** wordprocessor.

The first way, which is described in Fleet System 2 and 3, is to simply type the data, one field per line and in the proper sequence, ending each line with a **RETURN**, and save the data as a CBM ascii sequential file to disk. The command to save as a sequential file on disk is: **F1 o d c** . This will create a sequential file on disk with the filename you choose.

The second way of creating a sequential file, as described in the Fleet System 4 manual, creates a file that can also be used by Fleet Filer. Type the data in each field and use **F1 SPACE** as a field separator. The last field in each record should end in **F1 SPACE RETURN** (End of Record Indicator). This gives you the same field and record separators as the Fleet Filer data base.

PAPER CLIP

To create a sequential fill file using Paper Clip, type the data with one field's worth of data on each line, and end each line with **RETURN**. Start at the very first line on the screen (don't use any formatting commands, or printer commands), and don't leave any blank lines between records unless you want a blank line on your label. Remember that each group of data ***must*** have the same number of lines. Then simply save the file by using the command **Ctrl Z,** type the filename and press **Y RETURN**, then the drive number and another **RETURN.**

Extra information on printers

If you have a non-Commodore printer and a printer interface, you can bypass the interface and print direct. This enables you to use **all** of your printer's capabilities.

Place your printer interface in transparent mode, either by switches or by the secondary address in printer optiions (see your interface manual).

Set Printer Options to True ASCII.

Note: These settings will be saved when saving your Printer type selection.

Printer Files: You can change the contents of printer files by following these instructions:

1. Use a word processor that can load sequential files.
2. Load a printer file from the program disk (printer files end with .pøø).
2. Descriptions in quotes: (Maximum 15 characters).
3. First hex number is unique and common with all other printer files.
4. Next three hex numbers are the actual codes sent to the printer except the following:
   a) $øø - No code will be sent (unused code positions should be $øø).
   b) $FE - This will send zero (null).
5. Maximum number of entries is 32.

This program runs on any Commodore® C64, 64C, or C128, 128D in 64 mode and 128 mode in either 40 or 80 columns. It can also be used with a floppy drive (any Commodore or compatible and up to four units) or hard disk and is compatable with color or monochrome monitors. Not copy protected.

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Keystone Software is a line of easy to use productivity software. An alternative to elabrate, difficult to learn & use programs. Our "job" specific software is designed to get one task done quickly and easily.

LABEL MAKER™ - A program designed specifically for making labels, but easier to use than a word processor. Predesigned layouts (the full text "live area" is displayed on screen) for 11 different types. Create layouts of your own design. Use the font and color capibilities of your printer or interface such as: **EXPAND** Underline Letter quality, **Enhanced**, *Italic*, Superscript Subscript and more.

DATABASE MERGE - merge directly from our ***Mail List Manager*** program or from most popular databases and word processors including: ***Fleet Filer, Fleet System, Easy Script, Superbase, Data Manager 2, Data Manager 128, Paper Clip, Consultant***, or any word processor or database that can create a sequential file with lines ending in return characters. You can use up to 9 database fields and each can be adjusted and printed with right, left, or center justification.

Features include:

Memory resident	yes
Fast Machine Language	yes
Drop Down Menus	yes
Entry windows	yes
Scrolling selection windows	yes
Printers supported	2
Disk drives supported	4
Define printer offset	yes
Print to disk file	yes
Embed printer codes	yes
Predefined labels	yes
Video Cassette labels (VHS)	yes
Left/Center/Right justifing	yes
Create new layouts	yes
Labels across	1 to 12
Insert mode, Caplock mode	yes
Number fill fields	9
Increment field	yes
Stop/Start printing	yes
Test print a label	yes
Undo, Cut, Copy, Paste	yes
Save new layouts types	yes
Continuious envelopes	yes
Single envelopes	yes
Envelope return address	yes
Multi-print labels	yes
Print label from screen	yes
Labels printed per hour	3600

- **Standard labels**
- **File Folder labels**
- **Hand fed envelopes**
- **Continous envelopes**
- **Name badges**
- **5 1/4" Floppy disk labels**
- **3 1/2" Micro Disk labels**
- **Rotary file cards**
- **Audio Cassette labels**
- **Shipping labels**
- **Video Cassette Labels**
- **Design your own**
- **40 column 64 mode**
- **40 column 128 mode**
- **80 column 128 mode**

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Label Maker™
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